

CALIFORNIA OCCUPATIONAL GUIDES

INTRODUCTION

What are the *California Occupational Guides*?

The *California Occupational Guides* are designed to give a “snapshot” of a job and help career explorers “try on” an occupation. First published in 1956, the Guides describe an occupation or an occupational field based on California-specific information. There are approximately 300 different Guides covering almost 1,000 occupations. The Guides are regularly updated with information gathered from Labor Market Information Division (LMID) reports and publications, direct employer contacts, professional associations, unions, and educational institutions.

Who Uses *California Occupational Guides*?

The Guides are useful to many Californians researching occupations:


- **High school students** use Guides to identify attractive careers and focus their education and training plans.
- **Counselors, career center technicians, and parents** use Guides to supplement their own knowledge of careers while assisting students with career decision making.
- **Adults interested in changing careers** use Guides to discover what other job options relate to their skills and interests.
- **Recent arrivals to California** use the Guides to acquaint themselves with the California labor market in their field.
- **Job seekers** review Guides to refresh their skills vocabulary to better describe past accomplishments and duties in resumes and interviews.

How are the *California Occupational Guides* organized?

Four indexes provide easy access to the Guides.

- **NUMERICAL INDEX** – lists Guides by their assigned numbers, 1 through 600. The lapsed numbers reflect Guides that have been archived.
- **ALPHABETICAL INDEX** – lists Guides alphabetically by occupation title. Upper case titles indicate Guide title and primary occupation described in Guide. Included in italicized lower-case lettering are alternate titles and occupations that comprise a specialty area within the occupation. They also indicate an occupation referenced within another Guide title.
- **INTEREST AREA INDEX** – groups Guides according to the interest factors in the *Guide for Occupational Exploration* (GOE) system which is described on the following page. Persons who have not settled on a specific career goal but know their interests can use this index to help identify interests and research suitable occupations.
- **EMERGING OCCUPATIONS INDEX** – lists the 2000 number series which signifies emerging occupations fairly new to the economy or occupations experiencing significant change in duties, skills, or training.

Interest Areas Adapted from *the Guide for Occupational Exploration*

SYMBOL	NO.	CATEGORY	DESCRIPTION
	01	Artistic	Interest in creative expression of feelings or ideas.
	02	Scientific	Interest in discovering, collecting, and analyzing information about the natural world and in applying scientific research findings to problems in medicine, life sciences, and natural sciences.
	03	Plants and Animals	Interest in activities involving plants and animals, usually in an outdoor setting.
	04	Protective	Interest in the use of authority to protect people and property.
	05	Mechanical	Interest in applying mechanical principles to practical situations, using machines, hand tools, or techniques. 5-A Technical and Professional 5-D Repair, Maintenance, and Related 5-B Construction Trades 5-C Skilled Occupations 5-E Food Preparation
	06	Industrial	Interest in repetitive, concrete, organized activities in a factory setting.
	07	Office	Interest in organized, clearly defined activities requiring accuracy and attention to detail, primarily in an office setting.
	08	Selling	Interest in bringing others to a point of view through personal persuasion, using sales and promotion techniques.
	09	Personal Service	Interest in catering to the wishes of others, usually on a one-to-one basis.
	10	Social Service	Interest in helping others with their mental, spiritual, social, physical, or vocational needs.
	11	Professional and Managerial	Interest in leading and influencing others through activities involving high-level verbal or numerical abilities.
	12	Physical Performing	Interest in physical activities performed before an audience. Note: Currently there are no Occupational Guides that fall within this interest area.
	13	Medical or Health	Interest in medical or health-related occupations.

Anatomy of a Guide

Title	The title of each Guide matches, as often as possible, the Standard Occupational Classification (SOC) System job title. The SOC system is used to collect supply, demand, and wage and salary information from employers.
Interest Areas	All Guides display interest area icons. These icons represent an adaptation of the interest categories in the national <i>Guide for Occupational Exploration</i> (GOE) plus an additional category added to represent medical occupations.
What Does a (Title of Occupation) Do?	Describes the main duties and tasks, normal work routine and activities of the occupation as well as tools and equipment used to do the work.
What Skills are Important?	Lists the top skills, knowledge, and abilities required to perform the occupation. The source for this information is the U.S. Department of Labor's Occupational Information Network (O*NET).
What's the Work Environment?	Gives an overview of the physical environment and possible work hazards, along with recommended safety precautions. It also includes information about union membership, if any.
What's the California Job Outlook?	Tells about trends that will affect employment opportunities in that occupation. When available, <i>California Occupational Guides</i> include information from the <i>California Projections of Employment</i> published by LMID. Specific employment outlook information in local areas may differ from the statewide information in the Guide.
What Does the Job Pay?	Indicates the wages that California workers can generally expect to earn. Wage information is gathered from annual Occupational Employment Statistics wage surveys and other sources, including State, federal, and local government; private employers; unions, and published surveys. In most cases, wages are expressed as the average, with a low-to-high wage range. Specific wage information in local areas may differ from the statewide information in the Guide. The most recent wage information can be found at www.calmis.ca.gov/file/occup\$/OESS\$.htm .
How Do I Prepare for the Job?	Covers required training, training sources, license requirements, certification, work experience, and personal attributes. Also included are continuing education requirements, if needed.
How Do I Find the Job?	Offers hints about where to look for work and places to network. CalJOB SM and America's Job Bank Web sites are provided.
Where Can This Job Lead?	Gives an overview of the usual promotional and career ladder opportunities.
Other Sources of Information	Lists professional associations, unions, licensing agencies, and other organizations that can provide further information on the occupation. Internet sites listed may also link to other sites of interest to the occupation.
Related Occupational Guides and Occupational Code References	Lists Guides related by interests, skills, or subject matter.

Other Resources

California Career Notes - Careers With a Future

Provides “at a glance” information about 50 occupations suited for entry-level job seekers – jobs with a large number of openings and career growth potential. These easily readable, single sheet Career Notes target occupations that require little training for and offer opportunity for growth.

California Professional and Business License Handbook

Provides current licensing information for occupations regulated by the Department of Consumers Affairs and other State agencies. http://commerce.ca.gov/statettca/ttca_business_display.jsp

Directory of California Local Area Wages

This annual report presents recent wage data gathered by local CCOIS agencies for approximately 150 occupations. The wage data in the supplement includes 45 counties, representing over 95 percent of the State labor force. [www.calmis.ca.gov/file/occup\\$/DCLAW\\$.htm](http://www.calmis.ca.gov/file/occup$/DCLAW$.htm)

Occupational Employment Statistics (OES) Employment and Wages by Occupation

Compiled from an annual mail survey measuring occupational employment and occupational wage rates for wage and salary workers in nonfarm establishments by industry. The survey lists the most current wages for each occupation: entry-level hourly, mean hourly, mean annual, and hourly at the 25th, 50th (median), and 75th percentiles. Regional, county, and statewide data are available. [www.calmis.ca.gov/file/occup\\$/oes\\$.htm](http://www.calmis.ca.gov/file/occup$/oes$.htm)

Occupational Outlook Reports

Provide information about occupations selected by each of the local California Cooperative Occupational Information System (CCOIS) partners. www.calmis.ca.gov/htmlfile/ccois/orr.htm

Projections and Planning Information (PPI)

Updated annually and provides statewide and local labor market information about labor force, wage and salary employment, industry trends, occupations, wages, economic data, and social demographics. www.calmis.ca.gov/htmlfile/pubs.htm#PPI

WorkSmart

Designed to help job seekers prepare for, find, and keep a new job. Topics include: Getting Job Ready, Job Titles, How to Find a Job, and Tips for Success, all described in easy-to-understand language. www.worksmart.ca.gov

Occupational Information on the Internet

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| • <i>Employment Development Department Labor Market Information Web site</i> | www.calmis.ca.gov |
| • <i>California Occupational Guides</i> | www.calmis.ca.gov/htmlfile/subject/guide.htm |
| • <i>America's Career InfoNet</i> | www.acinet.org/acinet |
| • <i>California Training and Education Providers</i> | http://sti.soicc.ca.gov/ctep |

Tips for Exploring Occupations Using the Guides

- Browse the Alphabetical Index for job titles that arouse your curiosity or sound interesting.
- Familiarize yourself with the interest area definitions on page two and use the Interest Area Index to locate occupations that best fit your interests.
- First read about an occupation as a start in career decision-making. Then talk to local people who actually work in the occupation to add more insight into the pros and cons of an occupation. Reading the Guide first will give you enough background to form meaningful questions. Use the yellow pages and local chapters of professional associations to locate persons who would be willing to give you a few minutes of their time to answer questions about their profession.
- Look for opportunities to job-shadow or intern within your field of interest. This will help you try on the occupation before entering or completing your training.
- Use the “Factors in Choosing A Career” sheet on the next page as an aide to record your impressions and discoveries as you explore occupations. Creating a side-by-side comparison of occupations you are considering can be helpful in decision making.

The California State Employment Development Department (EDD) is a recipient of federal and state funds, is an equal opportunity employer/program, and is in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). Special requests for alternate formats need to be made by calling (916) 262-2162.

If you want to order these reports or have any questions, call the Labor Market Information Division at (916) 262-2162. TTY users may reach this number through the California Relay Service at 1-800-735-2929.

Factors in Choosing a Career

Listed below are aspects of a career or job choice that can make the difference between satisfaction and disappointment. Consider each factor in relation to your preferences and needs. Use career center staff and resources to help you find the information. Talk to people in the fields you are considering. Indicate with a “+” or “-” sign whether an occupation satisfies your preferences for each factor.

	Occupation #1	Occupation #2	Occupation #3	EXAMPLE
Specific Work Performed What tasks are performed in the job? Would I be primarily working with people, information, or things? Is that what I want to do? Are these the kind of people I like to help or serve?				+
Skills, Knowledge, and Abilities Do I possess the skills and abilities needed to enter the occupation? Do I have the potential to develop them? Do I enjoy using these skills?				+
Work Setting Where would I work? Is this a setting I would like? What are the conditions (indoors/outdoors, noisy, etc)?				+
Physical Capability Am I physically able to do this kind of work?				+
Employment Opportunity What are my chances for finding work in this field? Are there job openings now? In the future? Where are they? Will I be competitive?				+
Compensation What salary could I expect at the entry level? What do experienced workers earn? Are there chances for overtime or bonuses? What kind of benefits could I expect in this field? Does the salary meet my needs?				-
Hours What are the usual hours? Full-time or part-time? Is shift work required?				-
Preparation Am I willing and able to get the training required? Do I have the time and money needed for training? Are there different ways to enter the occupation?				+
Licenses and Certificates Are certificates or licenses required? Can I qualify for them?				+
Opportunity for Advancement What are my chances of moving up in the field? What is the typical way to advance? Am I willing and able to do what it takes to advance?				-
Values Is this work compatible with my values? Will this kind of work help me reach my long-range goals?				+
Interests Would I like this type of work enough to make it a career?				+
Other				
Results: Total the number of positive responses (+) for each occupation under consideration. Which occupation seems to be the best match for you?				9